



This instruction describes local procedures concerning CAP Corporate Aircraft N718CP (C-182T NAV III) based at Sacramento Executive Airport (KSAC) and assigned to Sacramento Composite Squadron 14. Revisions are in gray.

Location/Scheduling

- N718CP is parked at Sacramento Executive Airport in Shade Hanger G-2.
- Aircraft supplies are in the G-2 lockbox. The Ground Power Unit (GPU), oxygen, air compressor with gauge, extension cord and extra oil is in the lock box at space G-1. Power outlet is on outside of the west hanger wall (access through hole in wall under the glider)
- Contact Aircraft Manager for Gate access code, location of aircraft keys and lock box combination. Aircraft Manager is Capt Herb Foster (916) 214-3877 and Assistant is Lt Jon Hillegeist (916) 718-8007.
- Scheduling is via the Wing Management Utilities (WMU).
- Contact the Aircraft Manager by phone for permission if you plan to take the aircraft for an extended period (e.g. aircraft will not be tied down back at KSAC that evening).

Reimbursement Rate, Fees and Payment Procedures

- The hourly maintenance reimbursement rate is \$36/hour for "A" missions (or as otherwise established in CAPR 173-3) and, effective 1 JUL 2009, reverts to \$36/hour for "B" and "C" missions for C-182 aircraft.
 - For funded missions, PIC must submit a CAP Form 108 to CAWG HQ in a timely manner or they will be responsible for reimbursing SQ14 this amount.
 - For unfunded flights, the PIC will place a check in the amount of \$36/hour times your flight time (Hobbs time) in the pouch in the AIF Binder payable to "CAWG Aircraft Account N718CP".
- The PIC will be assessed a fine of \$20 or invited to wash the airplane if it is found dirty by the next aircrew (see Post-Flight items below).

Pre-Flight

- Obtain a Flight Release from an authorized FRO.
- For unsupervised missions, file and open an FAA flight plan if destination is > 50NM (per CAPR 60-1 para 2-2.a.).
- Review the outside front cover of the AIF binder (Major Inspections Due) against the Tach and current date to ensure scheduled inspection or service dates have been complied with.
- Review the Aircraft Discrepancy Log to ensure maintenance items (squawks) have been corrected.
- Pre-flight aircraft IAW approved checklist, calculate weight & balance and perform ORM assessment.
- Report unsatisfactory aircraft condition to Aircraft Manager immediately.
- Check oil and replenish if below 6 quarts. Do not fill above 8 quarts (note oil added in AIF aircraft log). Oil is available in the lock box and baggage compartment. Take extra quarts of oil from the lock box at G-1 if you will be flying missions away from KSAC for more than 1 day (such as Imperial)
- Take the tail tie-down rope with you to avoid taxiing over it on return. Take the wing tie downs also if N718CP will be tied down at a remote location, such as Imperial (KIPL), where suitable tie-down's are not available. Chain tie-downs are prohibited per CAPR 66-1.

Engine Start

- Review the AFM section 4-27 thru 4-28 before engine start. To avoid damaging the starter and/or flooding the engine:

Crank the starter for 10 seconds followed by a 20 second cool down period. This cycle can be repeated two additional times followed by a ten minute cool down period before resuming cranking. After cool down, crank the starter again, three cycles of 10 seconds followed by 20 seconds of cool down. If the engine still fails to start, an investigation to determine the cause should be initiated.

Maintenance/Squawks

- Report all maintenance items on the Aircraft Discrepancy Log and to the Aircraft Manager by phone and in WMU when closing out your Flight Release.
- If maintenance is required when the aircraft is at a remote location, contact the Aircraft Manager or CAWG/DOAM Capt Gary Cinnamon at (916) 601-9468 for instructions.

Post-Flight

- Refuel aircraft with 100LL to the bottom of the fuel collars (32 gallons each side).
- Contact your FRO to close out your flight release.
- Record your flight time in the Aircraft Flight Time Log and include payment (for unfunded flights) in the pouch in the AIF binder.
- Use the tie-down ropes for all three tie-down's and not chains (per CAPR 66-1 para 15 b).
- Insert Styrofoam cups in the exhaust pipes (both sides) to prevent corrosion during winter months or damp weather.
- Close the cowl flaps and install cowl plugs in the engine air intakes to prevent bird nests.
- Install the throttle lock, pitot tube cover, flight control lock (and reflective window shades if tied-down in an uncovered spot).
- Do not buckle the seat belts! This depletes the 9V battery in the restraint/air bag system.
- Verify baggage door and both passenger and pilot doors are locked.
- Use degreaser and rags to wipe down the belly and clean the Becker DF and VHF antennas.
- Use sponges and bug spray to wipe down leading edges of wings, struts and cowlings.
- Use Pledge and window rags to clean windshield. Wipe gently in direction of air flow and avoid scratching the plexiglass.
- Dispose of all garbage and refuse.